

# GLOVER PARK CITIZENS' ASSOCIATION BY LAWS

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## ARTICLE I

**Section 1 – Name** – The name of this organization shall be GLOVER PARK CITIZENS' ASSOCIATION, abbreviated as "GPCA" or "Association".

**Section 2 – Boundaries** – The name Glover Park as used herein refers to the territory within the District of Columbia bounded by Whitehaven Parkway and Glover-Archbold Park on the south; 42<sup>nd</sup> Street on the west; Fulton Street, both sides, on the north; and Wisconsin Avenue, both sides, on the east excluding the east side of Wisconsin Avenue north of Calvert Street.

**Section 3 – Term** – The term of this Association shall be perpetual.

## ARTICLE II

**Purpose** – The purpose and object of this Association shall be to promote the well being and legitimate interests of the residents of Glover Park.

## ARTICLE III

**Membership** – Any person of legal voting age who resides within the Glover Park boundaries may be a voting-member of the Glover Park Citizens' Association. Any person who has property interests therein, or any person, firm or corporation engaged in business therein, or any former/absentee resident may become a non-voting member of the Association. Membership shall be established on an annual basis by the tendering of the established annual dues.

## ARTICLE IV

**Section 1 – Dues** – Membership dues in this Association shall be as fixed by the members of the Association from time to time, payable annually. There shall be no further assessment of the members; however, voluntary contributions are accepted. Dues may be changed at a regular or special membership meeting by a majority vote of those members present, providing prior notice of the proposed changes and the date of the vote has been provided to the membership.

**Section 2 – Term of Membership** - Membership in the Association shall be on a twelve month basis. Each member will have a twelve-month "membership year" commencing in the month the member joins the GPCA and expiring twelve months later. A member's membership must be renewed on an annual basis by payment of membership dues in full.

If membership dues for a voting membership are received after the expiration of the member's membership year, the individual's voting rights shall be affected as set forth immediately below in Sections 3 or 4, as applicable.

**Section 3 – Continuation of Membership** - Any member whose dues have not been paid after the expiration of the member's membership year shall no longer have the privileges of membership. However, he or she may continue membership in good standing upon payment of dues for the current membership year. An individual (or individuals in the case of a double membership) who was a voting member, may vote at the first meeting held after his or her membership year expired, providing the individual continues his or her membership retroactively for the member's membership year, by tendering full dues before or at this meeting. If the individual does not continue membership by the first meeting held after the expiration of the individual's membership year, the individual's voting rights, upon subsequent reinstatement of membership, shall be controlled by Section 4 immediately below, and if the member rejoins, the member will start a new membership year upon rejoining.

**Section 4 – New Members** – An individual who is not a voting member, who wishes to become a voting member, will be entitled to vote at a meeting upon paying the appropriate dues, providing his or her dues has been received by the Association at least fourteen (14) calendar days prior to the meeting at which the vote is held. The Executive Committee shall be entitled to establish rules concerning the proper receipt of dues.

## **ARTICLE V**

**Section 1 – Officers** – Officers of the Glover Park Citizens' Association shall be President, First Vice President, Second Vice President, Secretary, Treasurer, and Sergeant-at-Arms, all of whom shall be elected by a majority of the votes of members voting at the May meeting. They shall serve for a term of one year or until their successors shall have been elected. The term of office shall be one year effective June 1. Candidates for office must be voting-members of the Association.

**Section 2 – President** – The Office of President shall not be held by the same person for more than three years consecutively. The President shall preside at all meetings of the Association at which he or she is present, unless the Association shall direct otherwise; shall appoint all committees, standing and special; and shall be, ex officio, a member of each committee. All officers and committees shall make reports to the President when so requested.

**Section 3 – Vice Presidents** – The Vice President shall, according to rank, discharge the duties assigned to the President in case of the President's absence, or disability, or a vacancy in the office, or if the Association shall so direct.

**Section 4 – Secretary** – The Secretary shall keep the records and conduct the correspondence of the Association. The Secretary shall keep a correct record of the

minutes of meetings of the Association and shall perform such other duties as may, from time to time, be assigned by the Association or by the Executive Committee.

**Section 5 – Treasurer** – The Treasurer shall be the custodian of all of the funds of the Association and shall deposit or invest said funds as the Association may direct, and shall provide a report to the Association at each regular meeting, wherein the Treasurer shall show the amount of money on hand and the receipts and disbursements since the preceding meeting, and other reports as requested by the officers. The Treasurer shall keep the Association’s financial records using accounting industry-recognized practices and in an accepted electronic format that will permit the running of reports, transmittal of information and filing of returns both within, and when necessary, outside the organization. Upon leaving office, the Treasurer shall promptly turn over all files and records of the GPCA to the incoming officers. An outgoing Treasurer will work with the incoming Treasurer and other officers to show the practices and reporting that has been used hereto.

**Section 6 – Sergeant-at-Arms** – The Sergeant-at-Arms shall preserve order at meetings, and, when necessary, shall check the credentials of members and supervise the admittance or non-admittance of persons seeking entry at meetings. The Sergeant-at-Arms shall be familiar with Robert’s Rules of Order and assist the presiding officer at meetings with rules of order.

**Section 7 – Vacancies** – In case of a vacancy in any office, or the disability or absence of any officer, the presiding officer may designate one of the members to fill the vacancy temporarily.

**Section 8 – Prohibition of Dual Office** – No person may serve in more than one elective office of the GPCA at any time, nor may any person serve as an officer of the GPCA while serving as an ANC Commissioner.

**Section 9 – Removal of Officers** – An officer may be removed from office by a vote of the members of the Association for malfeasance, misfeasance or other cause. Failure to attend at least four regular meetings per year (September to May) shall also be grounds for removal. The Executive Committee may suspend an officer, pending a vote of the members, who engages in any conduct that is unlawful or in violation of the officer’s duties set forth in these by-laws.

**Section 10 – Delegates** – In addition to the above-enumerated Officers, there shall be Delegates appointed by the President, in consultation with the Executive Committee, from the body to the Federation of Citizens Associations of the District of Columbia in the number allowed by the Federation. They shall serve as Delegates to the Federation of Citizens Association of the District of Columbia for one year terms which may be extended through reappointment. .

**Section 11 – Membership Coordinator** - There shall be a Membership Director who shall be appointed by the President, in consultation with the Executive Committee, at the

same time officers are elected. The Membership Coordinator shall keep current the membership records, shall coordinate efforts to recruit new members and shall perform other membership duties as assigned. The Membership Director shall have experience in keeping electronic records and organizing and managing groups using appropriate software. Upon leaving the position, the Membership Director shall promptly turn over all files and records of the GPCA to the officer.

## ARTICLE VI

**Section 1 – Executive Committee** – The Executive Committee shall consist of the elected officers of the Association as outlined in Article V and the immediate past president. The President shall be chair of the Committee which shall, during intervals between meetings, be empowered to transact all necessary and urgent business and report the same at the next regular meeting, or at any special meeting of the Association, for its approval. It shall also have responsibility and authority over the content, advertising and preparation of the Association newsletter and other publications except as explicitly limited by the membership. It shall perform such special duties as may be assigned to it by the Association. Four members of the Executive Committee shall constitute a quorum for the transaction of its business.

**Section 2 – Committees** – The membership may establish committees as needed to carry out the business of the Association. The President shall appoint members to each committee and shall assign work to each committee and decide any question as to jurisdiction over matters of common interest which may arise between them. The following are the standing committees:

Nomination Committee  
Glover Park Day Committee  
Finance and Oversight Committee

## ARTICLE VII

**Section 1 – Regular Meetings** – The date, place, and time of regular membership meetings of the Glover Park Citizens’ Association shall be the first Tuesday of the month at 7:00 p.m. during the months of September through May, or similar days and times, as decided by the Executive Committee. The December meeting may be suspended in lieu of a holiday party, and other regular meetings may be rescheduled with sufficient notice to the members when necessary in the interests of the membership at large and to facilitate greater participation by the members. Nominations for office shall be taken at the regular April meeting and election of new officers shall take place at the regular May meeting.

**Section 2 – Special Meetings** – Special meetings of the Association may be called by the President on his or her own motion, and shall be called by the President on the written request of not less than ten (10) voting members. The call for a special meeting shall be

sent by mail or email or published in the Glover Park Gazette or other publication or notice widely distributed within Glover Park, to all members in time to reach those resident in Glover Park not later than five (5) days in advance of the meeting, and shall state the business to be transacted at that meeting. No other business shall be transacted at that meeting except as hereinafter provided.

**Section 3 – Order of Business** – The order of business at each meeting shall be as established by the President or other presiding officer, subject to the right of the members in attendance at the meeting to deviate or suspend the order, subject to Roberts’ Rules of Order. However, at each meeting the minutes of the previous meeting must be approved, a Treasurer’s Report must be provided, previously noticed motions must be presented and old and new business must be entertained. Roberts’ Rules of Order, most recent edition, shall be the standard parliamentary reference unless superseded by an express provision in these By-Laws.

**Section 4 – Nominations and Elections** – The President shall appoint a nominating committee at the March meeting and the said committee shall present a slate at the April meeting. Additional nominations may be made from the floor at the April and May meetings. Before election, all nominees must accept the nomination either in person or in writing. Nominations to fill vacancies may be made and voted upon at a regular meeting after notification of the membership. The Election of officers shall be held at the May regular meeting.

## ARTICLE VIII

**Quorum** – Fifteen voting members of the Association, of which at least two shall be elected officers, shall constitute a quorum for the transaction of business by the Association. A majority of the members of any standing or special committee shall constitute a quorum for the transaction of its business.

## ARTICLE IX

**Section 1 - Disbursement** – Moneys of the Association shall be paid out only as directed by the Association. All checks must be signed by the Treasurer and the President. The First Vice President, Second Vice President or Secretary may sign checks if the President and/or Treasurer is unavailable. Pending signatory arrangements by incoming officers with the depository, outgoing officers may sign checks for necessary disbursements.

**Section 2 – Ordinary Expenses** – The officers shall have authority to pay the ordinary expenses of the Association. “Ordinary Expenses” are expenses that occur month to month or year to year and are the normal expenses to carry out the business of the Association. They also include individual expenditures, not to exceed \$50, the Executive Committee determines are appropriate for the operation of the Association. All such expenses shall be reported in the Treasurer’s report given at regular meetings. All other expenses shall be considered extraordinary expenses and shall be authorized pursuant to Article X, Section 2.

**Section 3 – Budget** - The officers of the GPCA shall present to the members for approval an annual budget at the October meeting immediately preceding the year for which the budget has been prepared. The budget may be presented at a later meeting, if delaying its submission is appropriate. The annual budget shall be approved before any expenditures are made

**Section 4 – Publication** - The GPCA shall prepare and distribute a newsletter to its members and the Glover Park community at large. The newsletter’s primary function will be to disseminate the business of the Association. The newsletter may also carry other local news, stories, pictures and information that is of interest to the Glover Park community. Advertising in the publication may be sold and advertising revenue may be used to help defray the cost of production.

**Section 5 – Independent Review of Financial Records** – The financial records of the Association shall be reviewed or audited by an independent public accountant or other qualified person at such times as the membership shall direct, but no more frequently than annually unless the President or Executive Committee thinks there are irregularities or errors that warrant more frequent independent reviews. The Treasurer and other Officers of the Association shall fully cooperate and make available all relevant records whenever such a review or audit is undertaken.

**Section 6 – Fiscal Year** – The Fiscal Year of the Association shall be January 1 to December 31.

## ARTICLE X

**Section 1 - Motions** – Motions and seconds may be made by any GPCA voting-member. Written motions shall be signed by the sponsor or sponsors. Oral motions may be made from the floor.

**Section 2 – Voting** – Only voting-members may vote, subject to Article IV, Section 2 of these By-Laws. Motions must be seconded and must pass by majority vote of those members present and voting. No motion that requires the expenditure of funds for extraordinary expenses, such as grants and funding for special projects, shall be placed before the membership for a vote unless the motion is first made and seconded at a meeting prior to the meeting in which the vote will be taken. In addition, the membership has the authority to table any motion that it believes should be delayed to a subsequent meeting so as to have the opportunity to provide the membership with notice of the motion before a vote is taken. There shall be no proxy voting.

## ARTICLE XI

**Representation** – No person shall hold himself or herself out to be a representative of the Association unless he or she has first been duly authorized by the Association, or its

President, to do so, and then only for the purpose so authorized. Every representative of the Association shall at all times present the views thereof as mandated by the majority of the members of the Association at a regular or special meeting and as established by the Executive Committee in the normal course of their duties, personal opinions notwithstanding. Uninstructed representative shall express what they believe to be the opinion of Association, rather than personal opinions.

## ARTICLE XII

**Amendments** – The By-Laws may be amended by a two-thirds vote of those voting-members present at any regular meeting, provided the proposed amendment shall have been read and a copy left with the Secretary at the previous regular meeting of the Association, and provided notice thereof shall have been sent by mail or email or published in the Glover Park Gazette or other publication or notice widely distributed within Glover Park, to all members in time to reach those resident in Glove Park not later than five (5) days in advance of the meeting at which a vote is to be taken upon the amendment.

## ARTICLE XIII

**Decorum** – The business of this Association shall be carried on in accordance with the By-Laws, and in the absence of any express rules of procedure, Robert’s Rules of Order shall prevail.

These By-Laws were presented the membership for adoption at a regular meeting of the Glover Park Citizens Association held on and adopted by a majority of those members in attendance at the regular meeting.

The Glover Park Citizens Association Officers 2011-2012

Patricia Clark, President  
Sheila Meehan, First Vice President  
Allen Tomlinson, Second Vice President  
Gene Sieminski, Treasurer  
Melissa Lane, Secretary  
Jarrett Ferrier, Sergeant-at-Arms